

## SCHOOL-BASED BUDGETS

### Background

The Good Spirit School Division provides each school with funding for its' operations. The funding provided is intended for use based on the funding categories used in the funding formula to meet the goals of the school and division.

The budget planning and monitoring of spending is an on-going process throughout the year.

### Procedures

1. The Principal, in consultation with the staff and School Community Council, shall prepare a budget proposal.
2. The budget proposal shall take into account the goals of the school and division.
3. The proposal is to include the breakdown of the total available resources into the various categories along with the *School-Based Budget Summary* (Form 501-1) document.
4. Early budget planning can begin prior to receipt of the annual allocation using the formula from the prior year and estimating the carry forward of surplus or deficit based on the current year expenses.
5. The Chief Financial Officer or designate shall prepare the annual allocation and forward to each school by October 15.
6. The budget proposal shall be submitted to the Superintendent of Schools by November 15 for approval. At the same time a copy shall be submitted in excel spreadsheet format to the Accounting Manager for entry into the accounting system.
7. Beginning in December, the Chief Financial Officer shall monitor each school based budget on a monthly basis and provide a summary report to the Superintendent of Schools.
8. In the event of a concern identified:
  - 8.1. Initially, the Chief Financial Officer will discuss the concern with the Principal and include it as part of the summary report to the Superintendent of Schools. (*1<sup>st</sup> notice*)
  - 8.2. If the Principal fails to respond to the concern in an acceptable manner, the Superintendent of Schools shall be notified (*2<sup>nd</sup> notice*) and shall meet with the Principal to determine if a recovery plan is required to resolve the budget concerns.
  - 8.3. If required, the recovery plan shall be monitored by the Chief Financial Officer and updates on progress included in the monthly report to the Superintendent of Schools.

- 8.4. In the event that the recovery plan is not successful in resolving the concern, the Superintendent of Schools and Chief Financial Officer shall jointly submit a recommendation to the Director which may include the removal of purchasing authority from the Principal.

Reference: Section 85, 87, 109, Education Act  
Forms Manual: Form 501-1

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